



## REQUEST FOR QUALIFICATIONS

### DESIGN SERVICES FOR POLK RUN NON-POTABLE WATER UPGRADES AND POLK RUN UV SYSTEM/POST AERATION IMPROVEMENTS

**RFQ#2016-011**

***Direct questions or information requests related to this RFQ to:***

***[msd.procurement@cincinnati-oh.gov](mailto:msd.procurement@cincinnati-oh.gov)***

#### **SCHEDULE**

Release Date	April 1, 2016
Pre-submittal Meeting	TBD
<b>RFQ Questions / Comments Deadline</b>	<b>April 22, 2016, 1:30 p.m. (Cincinnati, Ohio Time)</b>
<b>SUBMITTAL DEADLINE /TIME</b>	<b>April 29, 2016, 1:30 p.m. (Cincinnati, Ohio Time)</b>
Evaluation Dates	May 2, 2016 – May 6, 2016
Negotiation and Award	By or before May 27, 2016

**ALL SUBMITTAL DELIVERIES ARE TO BE SENT TO: SEWERS PROCUREMENT  
(SEE RFQ SECTION 1.9 FOR SPECIFIC LOCATIONS)**

The functional address of Sewers Procurement Is: Two Centennial Plaza, 805 Central Avenue, Suite 234, Cincinnati, Ohio 45202-1947

**NOTE:** Consult the information about this offer on the City of Cincinnati Internet web site at [www.msdbg.org](http://www.msdbg.org), which also includes the rules and registration information about the MSDGC Small Business Enterprise Program.

Offeror may register as a City vendor online at [www.cincinnati-oh.gov/vss](http://www.cincinnati-oh.gov/vss).

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# **1 REQUEST**

## **1.1 INTRODUCTION**

The City of Cincinnati, through its Department of Sewers (the “City”), as the sole management agency for the operation and maintenance of the sewer system on behalf of the Metropolitan Sewer District of Greater Cincinnati (“MSDGC”) is issuing this Request for Qualifications (hereinafter “RFQ”), pursuant to the provisions of applicable Ohio law and MSDGC policy, from parties (hereinafter “Offeror”). Offeror shall provide the City with assistance for the purpose of completing the activities associated with the Scope of Services, below.

## **1.2 GENERAL BACKGROUND AND INFORMATION**

MSDGC provides wastewater collection and treatment for various municipal and unincorporated populations of Hamilton County, which has over 800,000 residents, as well as services to portions of Butler, Clermont, and Warren Counties. MSDGC's service area covers more than 400 square miles. Over 200,000 separate sewer connections tie into MSDGC's 3,000+ miles of sanitary and combined sewers.

The Board of County Commissioners of Hamilton County, Ohio (the “Board”) created MSDGC in 1968. MSDGC is operated under a 50-year contractual agreement with the City. The agreement consolidated the City sewerage services (its own and contractual services provided to 20+ other Hamilton County political subdivisions) with those of Hamilton County's Sewer District No. 1. Under the agreement, the City provides exclusive management of the sewer district's services, per the requirements as outlined in Chapter 6117 of the Revised Code of Ohio, while the Board funds its operating and capital budgets, sets rate structures, and determines its rules and regulations.

## **1.3 PROJECT BACKGROUND AND INFORMATION**

### ***POLK RUN NON-POTABLE WATER UPGRADES***

The existing Non-Potable Water system does not provide sufficient capacity to meet the plant demands. As a result, City water is used to provide water for flushing and wash-down purposes. Additionally, separation is required by Ten State Standards between water networks for domestic use and plant use to prevent backflow from the wastewater treatment processes to the City water, which currently does not exist.

The improvements include installation of a separate distribution system to meet the requirements of the Ten State Standards. The proposed system includes one new submersible pump and piping to feed yard hydrants and water cannons.

### ***POLK RUN UV SYSTEM/POST AERATION IMPROVEMENTS***

The Polk Run Wastewater Treatment Plant requires additional UV equipment to comply with the NPDES permit limit for E. coli while meeting the redundancy required by the Ten State Standards. At elevated river levels, the cascade over the discharge weir does not provide the required 5 mg/L dissolved oxygen concentration. Providing aeration will ensure that the

effluent meets the required 5 mg/L concentration of dissolved oxygen under all flow conditions.

The improvements include installing new UV disinfection channels and equipment as well as aeration to ensure that the required dissolved oxygen limit is met for all flow conditions.

Please refer to Exhibit 1 – Business Case Evaluations for more details.

#### **1.4 SCOPE OF SERVICES**

A general outline of work required is provided in this RFQ. It is not intended to be all-inclusive, as a detailed scope of work will be developed during negotiations with the selected firm.

The project will be executed in two phases: detailed engineering and construction & commissioning.

Services provided in the detailed engineering phase include, but not limited to, project management, detailed design, and bid phase services. Consultant shall provide all engineering and other detailed design services for construction plans and details, specifications, opinion of probable construction cost of the proposed improvements.

The consultant will also provide construction phase and systems integration services, as required, for the project. Services to be provided in this phase may include the following:

- Attend a preconstruction conference
- Attend monthly progress meetings and prepare and distribute minutes.
- Attend coordination meetings, as required
- Review shop drawings and O&M Manuals for conformance with the contract documents
- SCADA System Configuration, as required
- Periodic site visits
- Assist in preparing a punch list
- Provide record documents upon project completion
- Update on-line O&M Manual
- Assist in Commissioning, system integration, and start-up of new equipment

The construction is estimated to be completed by the end of May 2016.

Note: All finished products and documents shall be the sole property of MSDGC.

#### **1.5 QUALIFICATIONS**

The statement of qualification must contain the following information:

1. Resumes of key technical personnel who will actually be assigned to the project.
2. A list of similar projects completed by the firm and the firm's personnel to be assigned to this project. The list shall include the name of the client/contact person and a telephone number for each reference project.

3. If the firm has more than one office, a statement as to the amount of work to be completed in each office, i.e. the primary location/office for each of the key technical personnel to be assigned to this project; the type of work to be completed in each office and the percentage of the total project work to be completed in each office.
4. A list of any sub-consultants that are to be used on this project. Indicate the type of work to be completed by each sub-consultant and the percentage of the total project work to be completed by each sub-consultant.
5. A statement detailing the firm's approach in undertaking the design of the improvements.
6. A statement detailing the firm's approach to anticipated special design aspects/issues, such as maintenance of traffic, environmental issues, etc. The detail of this information should be relative to the complexity of the proposed project or the importance of the issue to the design and construction of the improvements.
7. A statement of the firm's current workload and the anticipated workload for next year.

The format for qualification submittals to this RFQ is provided in Section 3 of this document.

## 1.6 TIMETABLE

Milestones for the Process are:

Release Date	April 1, 2016
Pre-submittal Meeting	TBD
<b>RFQ Questions / Comments Deadline</b>	<b>April 22, 2016, 1:30 p.m. (Cincinnati, Ohio Time)</b>
<b>SUBMITTAL DEADLINE /TIME</b>	<b>April 29, 2016, 1:30 p.m. (Cincinnati, Ohio Time)</b>
Evaluation Dates	May 2, 2016 – May 6, 2016
Negotiation and Award	By or before May 27, 2016

## 1.7 QUESTIONS/COMMENTS CONCERNING THE RFQ

The City will **only** entertain written questions or comments concerning this RFQ by the deadline provided above. These **must** be sent electronically to:

[msd.procurement@cincinnati-oh.gov](mailto:msd.procurement@cincinnati-oh.gov).

## 1.8 PRE-SUBMITTAL MEETING

The City may conduct a pre-submittal meeting for this Project. If a pre-submittal meeting is scheduled, the date, time and location of the pre-submittal meeting will either be identified on the project's web page or will be identified in an addendum. A pre-submittal meeting, if one is to be held, **is not** a mandatory requirement.

## 1.9 RFQ SUBMISSIONS AND LOCATION

- One fully executed, printed and bound “Original” submittal and three “Copies”, and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive) shall be received by the City at the locations, time, and date specified herein. The original shall be clearly marked.
- Bound submittal copies shall be delivered to:

***Sewers Procurement  
Two Centennial Plaza  
805 Central Avenue, Suite 234  
Cincinnati, Ohio 45202-1947***

- Offeror bears **SOLE RESPONSIBILITY** to deliver the printed and bound submittal copies to the City by the date and by the time specified in this RFQ.
- All bound and printed submittals **MUST** be submitted in a sealed container. The following notations should be legibly inscribed on the outside of the sealed container (fill-in yellow shaded area):

***Offeror Name  
RFQ #2016-011  
DESIGN SERVICES FOR POLK RUN NON-POTABLE WATER UPGRADES AND POLK RUN UV  
SYSTEM/POST AERATION IMPROVEMENTS  
April 29, 2016, 1:30 p.m. (Cincinnati, Ohio Time).***

### ***Late submittals will not be accepted.***

- Any Qualifications submitted past the date and time outlined in this RFQ **WILL** be rendered as “non-responsive” by the City.
- ***If requested in writing***, submittals may be withdrawn at any time up to the RFQ deadline date and time, at which time Offeror’s submittals will be considered firm. Such requests should be addressed to [msd.procurement@cincinnati-oh.gov](mailto:msd.procurement@cincinnati-oh.gov).

## 1.10 COMPETITION INTENDED

Competition shall be generated to the maximum extent practicable, including opportunities for small business enterprises through the MSDGC Small Business Enterprise (SBE) Program. This project shall have a 13% SBE inclusion goal.

## 1.11 SELECTION PROCESS AND AWARD CRITERIA

The City will evaluate submittals to achieve the most qualified Offeror.

The City intends to enter into a contract for the subject matter covered under this RFQ. Selection of an Offeror or Offerors and subsequent award of a contract will comply with applicable Ohio law, and MSDGC policies.

1.11.1 The City has established the following responsiveness criteria as the basis for evaluating an Offeror's submittal to this RFQ. If an Offeror's submittal does not meet the criteria listed below, it may be rendered as "non-responsive" by the City.

Responsiveness of Submittals
<b>OVERALL CRITERIA</b>
<ul style="list-style-type: none"> <li>● Was submittal received by MSDGC by specified date and time?</li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit <b>1</b> original printed offer and <b>3</b> copies, and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive)?</li> </ul>
<ul style="list-style-type: none"> <li>● Was submittal properly signed on the Affidavit of Accuracy and Signature Page and was the original notarized Affidavit and appropriate documentation of signatory authorization submitted?</li> </ul>
<b>SECTION 2 REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>● Did Offeror submit Qualifications Questionnaire <b>Attachment 0</b> with the submittal?</li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit Qualifications Questionnaire <b>Attachment 1</b> with the submittal?</li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit Qualifications Questionnaire <b>Attachment 2</b> with the submittal?</li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror submit resumes of key personnel?</i></li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror adhere to the two-page limit per resume?</i></li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror submit organizational chart for key personnel performing professional services?</i></li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit Qualifications Questionnaire <b>Attachment 3</b> with the submittal?</li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror list no more than six similar projects completed in the past five years?</i></li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror adhere to the two-page limit per project for each project description summary?</i></li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit Qualifications Questionnaire <b>Attachment 4</b> with the submittal?</li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror adhere to the four-page limit for narrative?</i></li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror provide a completed MSD 172 form?</i></li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit an Affidavit of Accuracy and Signature Page with the submittal?</li> </ul>

1.11.2 The City will review and rank all Offeror's submittals that are received on or before the deadline. The City will then select the Offeror that is most qualified.

1.11.3 The following evaluation factors set forth below will be taken into consideration for the determination of which Offeror is are most qualified:

Evaluation Criteria	Max. Weight
Overall Qualifications of the Firm	30%
Qualifications of Key Personnel	30%
Similar Projects	20%
Small Business Enterprise Utilization	20%
<b>Total</b>	<b>100%</b>

1.11.4 Overall qualifications of the firm

1.11.4.1 Under this section, the City will evaluate the Offeror's experience in designing and commissioning NPW and UV systems and its' ability to provide the required services described herein.

1.11.5 Qualifications of key personnel

1.11.5.1 Under this section, the City will evaluate the Offeror's personnel; especially the training, education, and experience of the employees who would be assigned to perform the services. The Offeror shall also identify the specialized skills and disciplines that will be required to complete the work, specifically as it relates to the proposed improvements in the selected areas of the Polk Run WWTP.

1.11.6 Similar projects

1.11.6.1 Under this section, the City will evaluate the Offeror's past work involving similar projects, for MSDGC or other sewer utilities, similar to the scope of services contained herein.

1.11.7 Small Business Enterprise utilization

1.11.7.1 For this proposal, the Consultant shall provide the firm's philosophy and approach for the development and growth of small and diverse firms, which has been used by the firm on past projects. Additionally, the Consultant shall provide a project-specific Business Development Plan to address the firm's proposed utilization of SBE firms registered with the MSDGC SBE Program and certified by any of MSD's recognized agencies. At a minimum, this section shall include the following:

1. The Applicant firm's philosophy and approach for the utilization, development and growth of small and diverse firms. Describe the firm's past inclusion performance and accomplishments. The completed MSD 172 Annual S/M/D/WBE Utilization form should complement and be consistent with the firm's philosophy and approach for working with small and diverse firms.
2. A list of all proposed firms for the project including SBE firms registered with the MSDGC SBE Program and certified by any of MSD's recognized agencies, including a brief scope of work assignments and percentage of participation should be included on the Consultant/Subconsultant Utilization Plan for RFQ and RFP form. To be considered for SBE status the SBE firm must be certified (by MSD's recognized agencies) in the NAICS code(s) for the services they will



provide on the project.

3. The Consultant shall provide a project-specific Business Development Plan to describe the proposed means to use the certified SBE firms listed in #2 in a meaningful and significant manner and, as a minimum, shall include the following:
  - a. Why you selected this firm for the assignment, the extent to which the proposed assignments will help grow the capacity and capability of the small business.
  - b. Identification of the individual(s) responsible for implementing the project-specific Business Development Plan and their experience coaching others (formal and/or informal).
  - c. If you have selected firms you have not worked with in the past, describe the plan for integrating the firm into your project and your approach to fortifying this relationship. Again, one tenet of the SBE Program is to provide opportunities for certified SBEs that have little or no work history on MSDGC projects.

If the Consultant is a registered MSDGC SBE and certified by one of MSDGC recognized certifying agencies, this should be stated throughout the RFQ. To be considered for certified SBE status the Consultant must be certified in the NAICS code(s) for the RFQ/P scope of services. At a minimum, this section should include the following:

1. The Consultant firm's philosophy and approach for working with small and diverse firms. Describe the firm's past inclusion performance and accomplishments. This can include work as a prime and/or sub-consultant. The Consultant's response may include a list of the firm's discretionary spend with S/D/M/WBE firms on previous projects. The completed MSD 172 Annual S/D/M/WBE Utilization form should complement and be consistent with the firm's philosophy and approach for working with small and diverse firms.
2. A list of all proposed firms for the project including SBE firms registered with the MSDGC SBE Program and certified by the City of Cincinnati, including a brief scope of work assignments, and percentage of participation should be included on the Consultant/Sub-consultant Utilization Plan for RFQ and RFP form. To be considered for certified SBE status, the SBE firm must be certified in the NAICS code(s) for the services they will provide on the project.
3. The Consultant shall provide the proposed means to use the SBE firms listed in #2 in a meaningful and significant manner.
4. If you have selected firms you have not worked with in the past, describe the plan for integrating the firm into your project and your approach to fortifying this relationship. Again, one tenet of the SBE Program is to provide opportunities for SBEs that have little or no work history on MSDGC projects.

1.11.8 Each submittal will be considered objectively.

1.11.9 Submittals will be evaluated in accordance with the applicable Ohio law and MSDGC

policies.

### **1.12 PROCESS FOR ENTERING INTO AGREEMENT**

The City may award a contract to the most qualified Offeror(s) considering the total requirements for this procurement.

The Offeror determined to be the most qualified will be offered the opportunity to enter into a Professional Agreement (PA) with the City.

All work resulting from this RFQ will be based upon a PA. While work scopes and budgets may vary, no work resulting from this RFQ and resulting PA will deviate from the general scope of services as outlined below to include other services not contemplated under the RFQ.

The scope, terms and conditions of that PA shall be in substantial conformance with the terms, conditions and specifications described in this RFQ and the submittal by the Offeror determined to be the most qualified.

Any PA that results from the RFQ process would be entered into by the City of Cincinnati through its Department of Sewers (the "City"), as the sole management agency for the operation and maintenance of the sewer system on behalf of the Metropolitan Sewer District of Greater Cincinnati (MSDGC) and a single legal entity that has been properly formed at the time the Offeror delivers the submittal to the City (e.g., corporation, partnership, sole proprietorship, limited liability company, limited liability partnership).

The successful Offeror should be prepared to begin contract negotiations upon notification of the Award. If the Offeror is not able to begin contract negotiations, the City may disqualify that Offeror.

The City reserves the right to negotiate the PA to include any portion or portions of the services covered by this RFQ.

### **1.13 ADDITIONAL INFORMATION**

The City assumes no obligation to accept or take action on any submittal.

Receipt of a contract through this procurement process is not a guarantee of work.

The City reserves the right to ask for additional information and clarification from or about any or all of the Offerors. The City may require selected Offerors to make an oral presentation of their submittals.

The City reserves the right to check all references furnished and consider responses received in determining the award.

The City reserves the right to perform investigations as may be deemed necessary by the City to

assure that competent persons will be and are utilized in the performance of the Agreement and to verify the accuracy of the contents of submittals.

All submittals are subject to the disclosure provisions of the Ohio Public Records provisions of Ohio Revised Code Chapter 149.43.

The City publishes information on the "OpenData" internet web site <https://data.cincinnati-oh.gov/Fiscal-Sustainability-Strategic-Investment/Procurement-Opportunities-and-Contract-Awards/pid3-z56k>. Information will also be published on the internet web site <https://vss.cincinnati-oh.gov/webapp/VSSPROD/AltSelfService> (for registered vendors).

The City strongly encourages interested Offerors to frequently monitor these websites for any RFQ updates and/or addenda.

Information concerning the MSDGC Small Business Enterprise Program may be found at [http://msdgc.org/about\\_msd/capital\\_improvement\\_program/small\\_business\\_enterprise\\_program/index.html](http://msdgc.org/about_msd/capital_improvement_program/small_business_enterprise_program/index.html).

The City further reserves the right to:

1. Reject any or all submittals, to waive any technicalities, immaterial irregularities, or minor informalities in the submittal, to request clarifications or modifications during evaluation, and to select the Offeror who, in the City's judgment, is most qualified.
2. Eliminate any Offeror who submits an incomplete or inadequate submittal or is not responsive to the requirements of this RFQ.
3. Supplement, amend, or otherwise modify the RFQ through the issuance of Addenda to all Offerors, and to supplement the RFQ with information items, prior to the submission date of the submittal. Addenda issued to this RFQ may expand or cancel any portion or all Work described in this RFQ.
4. Clarify the information provided as part of the submittal, including but not limited to holding discussions or meetings with Offerors, requesting additional information from Offerors to support the information included in the submittal, and requesting clarified submittals.
5. Cancel this RFQ in whole or in part with or without substitution of another RFQ.
6. Take any action affecting the RFQ process or the project that are permissible under Ohio law.

#### **1.14 CONTRACTOR REGISTRATION**

Each Offeror awarded a contract shall be a registrant under Vendor Self Service (VSS) at time of award. Go to <http://www.cincinnati-oh.gov/vss/> to register.

## **1.15 VENDORS INELIGIBLE TO CONTRACT OR SUBCONTRACT WITH THE CITY**

1.15.1 The City maintains a list of Vendors Debarred from Contracting or Subcontracting with the City, which may be accessed at: <http://www.cincinnati-oh.gov/purchasing> or may be furnished in other form upon request. The City will not contract with any firm or person on the list. It is the Contractor's responsibility to verify that each subcontractor it proposes to use is an eligible firm or person. The City will not approve a subcontractor whose name appears on the list.

1.15.2 The City shall neither accept nor be liable for any increase in costs, or other expenses, delay, loss, or subsequent ineligibility to contract with the City, incurred by a contractor as a result of the City rejecting any proposed person, firm, partner, principal, affiliate, subcontractor or supplier that is debarred or suspended after the submission of a bid, proposal, or other communication leading to a contract, but before the approval or award of the contract.

## **1.16 CHANGES AND ADDENDA TO RFQ DOCUMENTS**

Information on all changes or addenda issued in relation to this offer will be posted on the <https://data.cincinnati-oh.gov/Fiscal-Sustainability-Strategic-Investment/Procurement-Opportunities-and-Contract-Awards/pid3-z56k> website and will be on file with Sewers Procurement. It shall be the Offeror's responsibility to make the inquiry as to changes and addenda issued. All such changes or addenda shall become part of the RFQ and all Offerors shall be responsible for taking the contents of such changes or addenda into consideration when preparing and submitting the Submittal.

## **1.17 MSDGC SMALL BUSINESS ENTERPRISE PROGRAM**

This RFQ is subject to the MSDGC Small Business Enterprise Program. The Metropolitan Sewer District of Greater Cincinnati (MSDGC) is committed to increase the participation of small businesses in all aspects of MSDGC contracting. That includes contracting with SBEs directly or indirectly through contracting, subcontracting and/or procurement activities. There are many qualified SBE firms that have performed work with MSDGC, but just as many qualified SBE firms that have not performed work with MSDGC. A tenet of the SBE Program is economic inclusion which includes providing opportunities to firms with little or no work history on MSDGC projects.

The Consultant must demonstrate an understanding of MSDGC's SBE Program tenets and a commitment to using certified SBE firms on MSDGC work where possible and feasible. Firms submitted for SBE consideration shall be registered with the MSDGC Small Business Enterprise Program or City of Cincinnati and certified by the City of Cincinnati in the NAICS codes for the services they will provide on the project. MSDGC recognizes the following certifying agencies economic inclusion programs: City of Cincinnati SBE Program, U.S. Small Business Administration 8(a) Program, State of Ohio Encouraging Diversity Growth & Equity (EDGE) Program and the City of Dayton's Procurement Enhancement Program (PEP).

#### **1.18 NON-DISCRIMINATION POLICY**

MSD is committed to a policy of non-discrimination. Through its submittal, the Offeror agrees that:

- (A) That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates;
- (B) That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color.

#### **1.19 MSDGC EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

Prior to the award of the contract, the selected Offeror must complete and return a MSDGC Form 147; the form must be signed by a person authorized to bind the Offeror. More information on the MSDGC Equal Employment Opportunity Program can be found at the following website:

[http://msdgc.org/about\\_msd/capital\\_improvement\\_program/construction\\_contracts/contract\\_compliance\\_program/eo/index.html](http://msdgc.org/about_msd/capital_improvement_program/construction_contracts/contract_compliance_program/eo/index.html).

**(The remainder of this page is left intentionally blank.)**

## 2 CONTRACT TERMS AND CONDITIONS

Refer to the **draft** Professional Agreement available for download on the OpenData website at <https://data.cincinnati-oh.gov/Fiscal-Sustainability-Strategic-Investment/Procurement-Opportunities-and-Contract-Awards/pid3-z56k>.

These draft contract terms and conditions will apply to this RFQ once a vendor selection is made. The City reserves the right to amend, augment, change, enhance, or delete sections of the **draft** contract prior to its final execution with a selected vendor.

**(The remainder of this page is left intentionally blank.)**

### 3 SUBMITTALS

#### 3.1 AUTHORIZATION OF SUBMITTAL

The Offeror's statement of qualifications must be signed by a person who has legal authority to contractually bind the Offeror.

#### 3.2 CONTENT AND FORM OF SUBMITTAL; QUALIFICATIONS QUESTIONNAIRE

Offerors shall complete the *Qualifications Questionnaire* (QQ) and its AFFIDAVIT OF ACCURACY & SIGNATURE PAGE and provide attachments as outlined therein.

The information presented in the Offeror's submittal shall be clear, complete, and concise.

In addition to the instructions contained in the QQ, the following are also required for the composition (format) of any offer to this RFQ:

- The Offeror's submittal **SHALL** include all of the elements outlined in the QQ. Deviation from compliance with the QQ may render the submittal as "non-responsive" as determined by the City.
- **No verbal submittals are acceptable to the City.**
- Offerors **MAY NOT** use the MSDGC logo, City of Cincinnati logo or seal, or Hamilton County seal on their submittal package – **EXCEPT** when such logo or seal appears on forms or documents provided by the City for use by Offerors.
- The Offeror **MUST** submit one printed and bound original and three (3) copies, and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive). Deviation from compliance with the number of copies required may render the submittal as "non-responsive" as determined by the City.
- The Offeror's submittal **MUST** include an original signed and notarized affidavit. Deviation from compliance with this requirement may render the submittal as "non-responsive" as determined by the City.
- **NO ADVERTISING LANGUAGE, BROCHURES, PAMPHLETS, OR OTHER BUSINESS SERVICES COMMUNICATIONS OR BUSINESS MARKETING MATERIALS SHALL SUBSTITUTE FOR OR FULFILL THE REQUIREMENTS AS OUTLINED IN THE QQ. NEITHER SHALL SUCH BUSINESS COMMUNICATIONS OR MARKETING MATERIALS BE ALLOWED TO BE SUBMITTED AS A COMPLEMENT TO THE QQ.**

Any inclusion of such materials as outlined above, or, in the determination of the city that meet the intent of such materials as outlined above, may render the offeror's submittal as "non-responsive" as determined by the city.

The QQ is available as a Microsoft Word document SEPARATE FROM THIS RFQ and available on the OpenData website at <https://data.cincinnati-oh.gov/Fiscal-Sustainability-Strategic-Investment/Procurement-Opportunities-and-Contract-Awards/pid3-z56k>.

### **3.3 RESPONSIBILITY OF THE CITY**

The City assumes no liability for any costs incurred in preparing or submitting any response to the RFQ.

### **3.4 EXCEPTIONS**

Any exceptions to the draft Professional Agreement, the MSDGC Equal Employment Opportunity Program, or to any other portion of this RFQ must be made in writing and included with the Offeror's submittal. Exceptions may be determined to not be in the best interest of the City and may be a factor used in submittal evaluation and ranking. Any exceptions taken to the MSDGC Small Business Enterprise Program provisions of this RFQ may make the Offeror's submittal non-responsive.

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